Approving Additional Award Access Request

1 Introduction

When the Department of Energy's (DOE) Office of Science (SC) recommends a proposal for funding which results in an Award, the Principal Investigator (PI) and Sponsored Research Office/Authorized Representative/Business Official (SRO/AO/BO) listed on the proposal are the only users who have access to the Award in PAMS. Additional users from the institution may require varying levels of access to the award. Requests for access to an award are approved by either the Award PI or Award SRO depending on the level of access requested.

The purpose of this document is to provide step-by-step instructions for users to follow to approve award access requests.

2 Prerequisites

Before Approving the Award Access Request, the following criteria must be met:

- The user has an External PAMS account and is the Award SRO or the Award PI (depending on the level of access requested)
- An Award Access Request Task has been created

3 Approving Additional Award Access Request

Use the following steps to Approve an Award Access Request.

3.1 Approving Award Access Request

> **Note**
>
> Award level access is "View Only" and is the minimum award level access. Various access for Progress Reports and Award Modification Requests can also be requested. All requests will go through an approval process. The Award PI will receive a task to approve access to Progress Reports and the Award SRO will receive a task to approve Award Modification Request access.

1. Navigate to the External PAMS login page at: https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx (*Figure 1*).

Figure 1. PAMS External Login

2. Navigate to the Task tab at the top of the screen or under "Tasks Assigned to You" click on All Tasks (*Figure 2*).
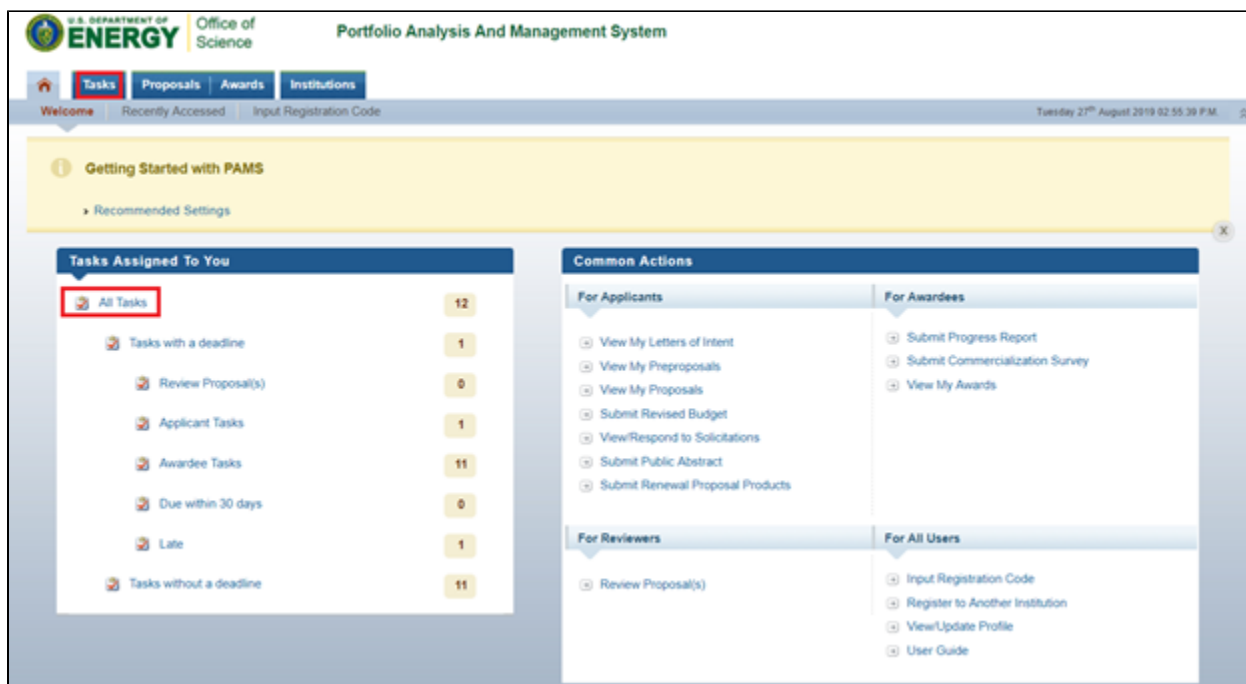
Figure 2. PAMS Home Page

3. A list of all pending task(s) will be displayed, click on "Approve/Disapprove Access" under the Options column on the grid (Figure 3).
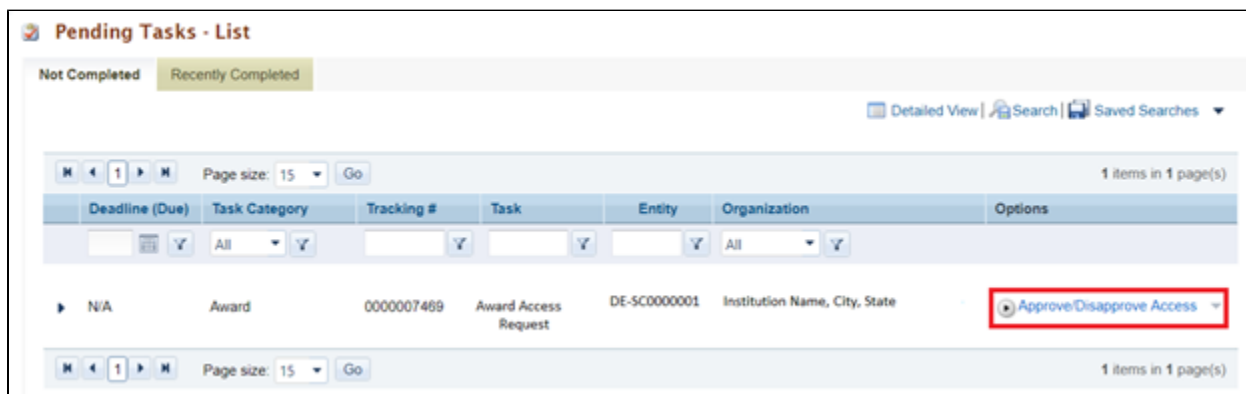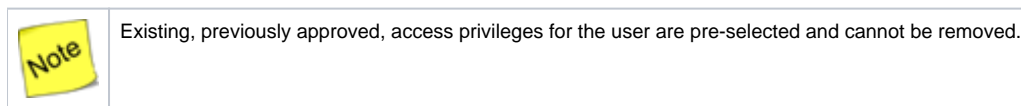

Figure 3. Pending Tasks – List

4. The Access Request will be displayed. You may approve without changes by selecting Approve, edit the level of access and selecting approve, or select Disapprove to deny the request. (Figure 4)

Note	Existing, previously approved, access privileges for the user are pre-selected and cannot be removed.

5. Once a decision has been made, click the Save and Continue button to confirm (Figure 4).

Figure 4. Award Access Request

6. You will receive a Success Message stating "Award Access Request reviewed successfully" (Figure 4).

Figure 5. Award Access Request – Success Message

7. The user will receive an email indicating if the request was approved or declined (Figure 6).

Wed 8/28/2019 5:18 PM

PAMS

Award Access Request Approved for DOE (BES)

To ☐ Email Address
Cc ☐ Email Address

Dear John Doe:

Your request for access to the award listed below has been approved.

Requested On: 08/27/2019
Requested By: Last Name, First Name
Approved On: 08/28/2019
Approved By: Last Name, First Name
Award Number: DE-SC0000001
Title: Award Title
Institution: Institution Name, City, State

Comments Provided by the Approver: Not Provided

Figure 6. Award Access Request Email